

OFFICE OR STAFF
INSPECTION & SECURITY

Approved For Release 2000/04/14 : CIA-RDP78-03568A000300130018-5

OFFICE CODE

REQUEST FOR

CONFIDENTIAL

CONTROL NO.

Page 1 of 3 Pages

DELETIONS

ADDITIONS

NET CHANGE
NEW BR. &
DIV. TOTALS

ORGANIZATION
CODE
(Machine Records)

ORGANIZATION
AND POSITION TITLE

SERIES & GRADE

POSITION NO.

ORGANIZATION
AND POSITION TITLE

SERIES & GRADE

POSITION NO.

ADMINISTRATIVE OFFICE

Clerk-Courier

GS-301 3

T 31

ADMINISTRATIVE OFFICE

Courier

GS-301 4

T 225

NEW OFFICE TOTALS

APPROVAL

The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is received.

25X1A9a

Chief, Classification & Wage

FORM NO.
MAY 1952 30-25

T/O CHANGE AUTHORIZATION

TITLE

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

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TO :
FROM :
SUBJECT:

DATE: 16 July 1952

C
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1. This individual is being appointed to the Courier position vacated by [REDACTED]. This assignment involves the special courier activities for the Security Office. He is engaged in handling documents of all classifications including TS and in effecting receipt and delivery of material to and from offices in Security, to other phases of the ~~the~~ Agency, to the overt and covert field offices and other Government Agencies.

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2. A solid, mature and trustworthy individual must necessarily be assigned this responsibility, and upgrading to GS-4 is recommended at this time.

[REDACTED]

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EWS:db

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